



NORD ANGLIA  
SCHOOL  
JAKARTA

## Adult Volunteer Helpers in School Policy

### Introduction

AT NAS Jakarta, we want our school to be open and welcoming to all who would like to support the learning of our children by encouraging parents and other adults to help teachers in a variety of ways. However, our overriding priority is the safety of the children in our care. This document sets out our school policy, which is to ensure that the children benefit from as much help and support as possible in a safe environment.

### 1. Volunteers

Volunteer helpers may be either of the following:

- parents or other adult helpers working alongside teachers
- students on work experience

Volunteer helpers support the school in a number of ways, including:

- supporting individual children
- hearing children read
- helping with classroom activities
- helping with the supervision of children on school trips
- helping with group work

Volunteer helpers are never expected to do the following activities:

- take sole responsibility for all or some of the class
- provide intimate care to any child
- change soiled clothing of any child
- administer medicines to any child
- administer first aid to any child
- solely supervise children changing for PE or other activities
- take children off the school site without a teacher in charge

**The responsibility for the health and welfare of the child remains with the class teacher at all times.**

### 2. Confidential Information

We expect our all our helpers to exercise discretion. It would be entirely inappropriate to disclose to others, any confidential or personal information regarding children or staff they see or hear when working in the classroom.

### 4. Signing In

When helpers arrive in the school they must sign the Adult Helpers Visitor Log at at the Reception Desk. They should wear their parent ID card or visitor lanyard at all times. The signing in sheet will give the date and time of arrival. They must also sign out, stating the time they are leaving, and return their visitor badge before they leave.

### 5. Disclosure and Barring Service (DBS) Disclosure / Police Checks

For the children's safety, all regular volunteer helpers within the school are required to have obtained a DBS Disclosure from their home country where possible. In the event that a DBS is not available, volunteer helpers are required to have a local police check.

The Principal or Heads of School have the authority not to accept the help of volunteers if he/she believes it will not be in the best interests of the children.



NORD ANGLIA  
SCHOOL  
JAKARTA

## Adult Volunteer Helpers in School Policy

All volunteers are required to read the “NAS Jakarta Safeguarding and Child Protection Guidelines”. They must then sign the Volunteer Log to confirm they will follow the guidance. The Receptionist will retain the Volunteer Log.

### **6. Monitoring and Review**

The day to day monitoring of this policy is the responsibility of the Principal and Primary Leadership Team.

This policy will be reviewed annually by the SLT.

Linked Policies:

- Safeguarding and Child Protection Policy
- Safe Working Practice Guidelines

Policy Agreed: August 2018

Review Date : August 2019